



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 8, 2025

DIVISION MEMORANDUM

No. 496 S. 2025

ORIENTATION ON THE SCHOOL SITE TITLING PROCESS

TO : Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
All others concerned


1. In line with the Division's effort to assist schools in securing ownership documents and addressing issues and concerns related to their school sites, the School Titling Office – Legal Unit of the Schools Division of Calbayog City will conduct an orientation-meeting for the identified participants.
2. The participants of this activity shall be the **School Heads and the Administrative Officer II (AO II)** of each concerned school.
3. The activity will be held at **8:00 a.m.** at the **Division Conference Hall, Schools Division Office, Calbayog City**, on the dates specified below. School Heads are kindly requested to bring with them all available documents pertaining to their respective school site ownership.

DATE	SCHOOLS	PERSONNEL ASSIGNED
October 13, 2025	1. Cagnipa ES 2. San Joaquin NHS 3. Malaga NHS 4. Pena NHS 5. Calbayog City NHS 6. Tapae ES 7. Hamorawon ES 8. Migara ES 9. Victory ES 10. Bontay ES 11. Navarro ES	Atty. Rhea P. Aguado Matt Francis S. Echaluze Virgilio B. Telegrafo, Jr Eleazar T. Gorgonia, Jr

	12. Maybog ES/ Gui-on ES 13. Basud IS 14. Trinidad NHS Main Campus 15. Longsob ES 16. Mag - Ubay ES 17. Malayog ES 18. Tinaplacan ES	
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4. For inquiries and coordination, please contact **Engr. Virgilio B. Telegrafo, Technical Assistant IV** at 09654327354.

5. Immediate and wide dissemination of this memorandum is earnestly desired.

for: 
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
S.O. #74 S. 2025

Enclosure: None

